



Scoping Meeting Request

City of Tualatin Community Development Department
18880 SW Martinazzi Avenue, Tualatin, OR 97062
www.tualatinoregon.gov (503) 691-3026

Welcome and thank you for choosing to locate your project in the City of Tualatin.

Please complete this form, attach sketches, plans, etc., and send it in no later than one week prior to requested meeting date and before we can book a date. Please send form to:

Lynette Sanford, Office Coordinator, fax (503) 692-0147 or e-mail lsanford@ci.tualatin.or.us.

If you have questions: (503) 691-3026.

1. Name of Project: _____

2. Applicant Information:

Name _____ Company _____
Address _____ Phone _____
Email _____

3. Who, beside the Applicant, will be attending this Scoping Meeting? (Please list individual names and company or affiliation below. Attach an additional sheet if needed.) Please provide all possible attendees, so an adequate size room can be booked.

Name _____ Company or Affiliation: _____
Email: _____ Phone: _____

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Email: _____ Phone: _____

Name _____ Company or Affiliation: _____
Email: _____ Phone: _____

4. What type of development are you proposing? (Check all that apply)

☐ Industrial ☐ Commercial ☐ Residential ☐ Institutional ☐ Mixed-use

Please provide a brief description of your project: (Attach additional sheets if needed.) Please include description of existing uses and structures in addition to what is proposed.

5. Where is the development/project site? Please provide addresses of all involved properties.

Address _____
Planning District _____ Map # _____ Tax Lot # _____
Total Acreage _____

6. What is the applicant's affiliation with the project? (Check all that apply)

☐ Broker ☐ Developer ☐ Property Owner ☐ Representative ☐ Other

If "Other", please explain:

7. **What is the primary purpose of this scoping meeting (What would you like to accomplish)?** (Attach additional sheets if needed.)

8. **Are you familiar with the development process in Washington or Clackamas County or Tualatin?** (Check one) ☐ Yes ☐ No

If Yes, please identify an example project: _____

9. **Do you have preliminary site plans, concept drawings or other details that you can provide for staff review prior to the meeting?** (Check one. If Yes, please attach to this meeting request or e-mail.

☐ Yes ☐ No

10. **Are you familiar with the sections of the Tualatin Development Code (TDC) that pertain to your proposed development?**

☐ Yes ☐ No

11. **Is the property under enforcement action? If yes, please attach a notice of the violation.**

12. **Please list the names of City, TVF&R, CWS, and County staff with whom you have already discussed this proposal:**

TO BE COMPLETED BY COMMUNITY DEVELOPMENT STAFF:

Date Request Received: _____ Received by: _____

Project Name: _____

Case #: _____

Scheduled Scoping Meeting Date: _____

Lead Department:

- ☐ Planning
☐ Economic Development
☐ Engineering & Building
☐ No. of People Attending